



**caBIG™**

*cancer Biomedical  
Informatics Grid™*

an initiative of the National Cancer Institute

# caBIG™ Documentation and Training: Requirements, Processes and Resources

**Prepared by the caBIG™  
Training Workspace**



**caBIG™**

cancer Biomedical  
Informatics Grid™

an initiative of the National Cancer Institute

# Presentation Overview

- Benefits of Documentation & Training (D&T)
- Overview: Requirements
- Overview: Process
- Overview: Resources



# Setting the Stage: The Need for Documentation & Training

- Increase application usability and ease of adoption
- Decrease questions about application
- Ensure common look and feel

Effective documentation and training are key to achieving caBIG goals...

We break down barriers by improving information sharing.



# What's Required?

- **Developer:**
  - Technical Manual (Architecture)
  - Installation Guide
  - Administration Guide
  - Release Notes
- **Adopter:**
  - End-User Manual
  - Training Module(s)
    - Overview
    - Hands-On

Let's look at the purpose of each....



# Technical Manual - Developer

## Contents:

- Architecture
- Systems requirements
- APIs
- Other tools that integrate with the software being developed and their implementation

## Audience:

- Developers
- Software Administrators



# Installation Guide - Developer

## Contents:

- Supported configurations
- Technical installation instructions
- Procedures for verifying valid installation

## Audience:

- Software Administrators



# Administration Guide - Developer

## Contents:

- Process for updating and maintaining application
- Importing and deleting data
- Creating authorization for users and user groups

## Audience:

- Software Administrators



caBIG™

cancer Biomedical  
Informatics Grid™

an initiative of the National Cancer Institute

# Release Notes - Developer

## Contents:

- New features and functionalities
- Known bugs and their status
- Lists appropriate documentation and websites

## Audience:

- Programmers
- End-Users





# End User Manual – Adopter

## Contents:

- Software authorizations
- Interface design
- Protocols
- Workflow
- Tools
- Data sources/search/management
- Using the software or data resource in local environment



# Training Modules - Adopter

## Overview

### Content:

- General information about the application

### Audience:

- Any one interested in the application
- End-Users

## Hands-On

### Content

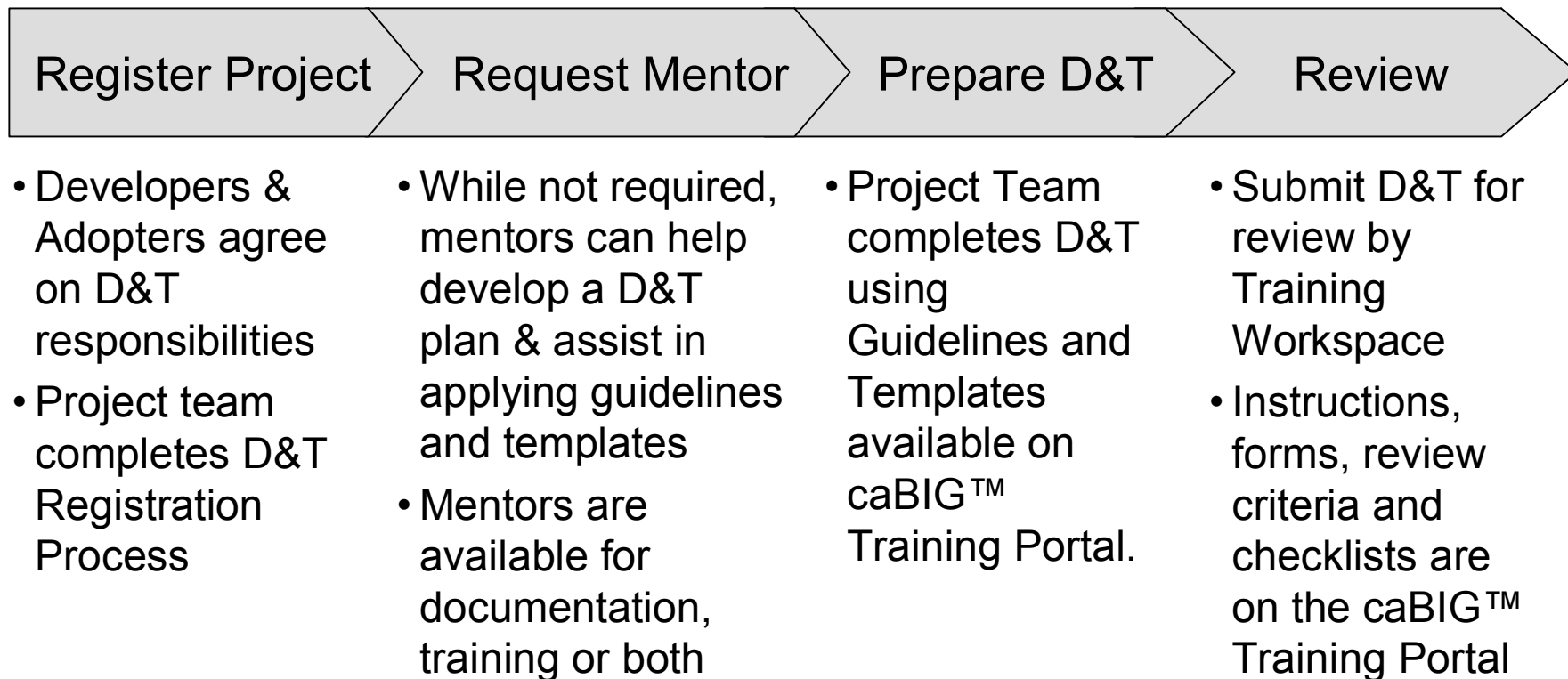
- Step-by-step instructions
- Hands-on exercises

### Audience:

- End-Users



# Process Overview



**The caBIG™ Training Portal <https://cabig.nci.nih.gov/training> provides an overview guide, and templates for each step**



## Register Project

- Registration is a simple process that provides Training WS with
  - D&T contacts
  - Timeframe
- Alerts Training WS to
  - make D&T contacts aware of available resources
  - plan for possible mentoring needs
  - plan for future D&T reviews
- Helps build metrics to better advise participants about time requirements to produce required materials

Form available on [caBIG™ Training Portal](#)  
Submit to NCICB Applications Support  
([ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov)).

Appendix 1: Project Registration Form

caBIG™ Training Workspace Project Registration Form

**Note:** A writable version of this form can be downloaded from:  
<https://caBIG.nci.nih.gov/training/registration.html>.

Fill out the form with the requested information. Submit it electronically to NCICB Application Support [ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov) during or shortly after development of a project's Statement of Work. Existing projects with documentation or training components should forward this information to NCICB as soon as possible.

Documentation/Training Delivery Dates (mm/dd/yyyy)	Project:	
	Institution:	
	Workspace:	
	Project Delivery Date: (mm/dd/yyyy)	
	Point of Contact (POC):	Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/> Role: <input type="checkbox"/> Developer <input type="checkbox"/> Adopter
Documentation Mentor (Optional)	Developer Lead (if different than POC):	Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>
Training Mentor (Optional)	Documentation Lead (if different than POC):	Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>
Comments:	Training Lead (if different from POC):	Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>

**NOTE:** If the full detail and dates of provided to NCICB Application entry as soon as is feasible, communicated to NCICB A be kept up to date.



## Request A Mentor

- While not required, mentors can provide insights for either documentation, training, or both – driven by project needs
- Mentors can
  - help develop a D&T plan
  - assist in applying caBIG™ guidelines and templates
- Using a mentor early is likely to save time in D&T reviews later on

Form available on [caBIG™ Training Portal](#)  
Submit to NCICB Applications Support  
([ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov)).

Appendix 3 Documentation and Training Mentoring Request Form

caBIG™ Documentation and Training Mentoring Request Form  
Note: This form can be downloaded in wrtable format from:  
<https://cabig.nci.nih.gov/training/mentoring.html>

A copy of this form containing the requested information should be submitted electronically to NCICB Application Support: [ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov) with each project needing a mentor.

Project:  Project Lead:

Date of Request:

Name of Requestor:

Mentoring requested for:

<input type="checkbox"/> Technical Manual (architecture)	Due Date for this deliverable: <input type="text"/>
<input type="checkbox"/> Installation Guide	Due Date for this deliverable: <input type="text"/>
<input type="checkbox"/> Administration Guide	Due Date for this deliverable: <input type="text"/>
<input type="checkbox"/> End-User Manual	Due Date for this deliverable: <input type="text"/>
<input type="checkbox"/> Training Modules	Due Date for this deliverable: <input type="text"/>

Areas of Mentoring Requested:

- ☐ Development of documentation plan
- ☐ Application of caBIG™ guidelines and templates
- ☐ Selection of effective documentation/training strategies
- ☐ Organization of Documentation/Training
- ☐ Writing style and syntax
- ☐ Creation of step-by-step instructions
- ☐ Selection of Documentation/Training Examples
- ☐ Creation of SMART objectives
- ☐ Responding to requested revisions
- ☐ Other (please state):

Please submit this request to NCICB Application Support: [ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov)



## Prepare D&T

- Templates and examples of D&T deliverables are available on the Training Portal
- Key deliverables:
  - Technical Manual (Architecture)
  - Installation Guide
  - Administration Guide
  - Release Notes
  - End-User Manual
  - Training Module(s)
    - Overview & Hands-On

Templates available on [caBIG™ Training Portal](#)  
Submit to NCICB Applications Support  
([ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov)).

you are here: [home](#) » [working groups](#) » [training](#) » [documents](#)

### Guidelines & Templates

Most caBIG™ applications will use a common set of modules and processes for the training and documentation of all applications.

#### For Developers

**Required: \*Technical Manual (architecture)**

**Recommended Template(s):**  
[caBIG™ Developer's Technical Guide Template](#)

**Example:**  
[caCORE Software Development Kit 1.0.3 Programmer's Guide](#)

**Purpose / Target Audience:**  
Describes architecture, systems requirements, APIs, and other tools that integrate with the software being developed and their implementation. / Developers

**Estimated Time to complete:**  
2-4 months

**Required: \*Installation Guide**

**Recommended Template(s):**  
[caBIG™ Installation Guide Template](#)

**Example:**  
[caCORE SDK1.0.3 Installation Guide](#)

**Purpose / Target Audience:**  
Outlines the supported configurations and technical installation instructions for a software application. Basic test procedures for verifying a valid installation can also be included. / Software Administrators

**Estimated Time to complete:**  
2-4 weeks





## Training WS Review

Submit documents to NCICB Applications  
Support ([ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov))

Review guidelines, checklists and submission forms posted on Training Portal

<b>STEP 1</b>	Project D&T lead e-mails D&T submission form & materials to NCICB Application Support.
<b>STEP 2</b>	NCICB Application Support enters submission into an electronic Tracking System.
<b>STEP 3</b>	NCICB Application Support forwards materials to Training WS Review Coordinator.
<b>STEP 4</b>	Training WS Review Coordinator identifies reviewers & sends materials for review.
<b>STEP 5</b>	Reviewer(s) complete checklist for each document or training module. If materials do not comply with guidelines and templates, reviewer summarizes major deficiencies and returns to Training WS Coordinator, who notifies the project. Review begins again after template conversion process is completed.
<b>STEP 6</b>	Reviewers return checklists and comments to Training WS Review Coordinator, who forwards reviewed draft, evaluation and comments to D&T lead.
<b>STEP 7</b>	After authors make final modifications, authors resubmit D&T materials for final review through NCICB Application Support, and reviewer completes final review.
<b>STEP 8</b>	Training WS Review Coordinator notifies project D&T lead, and workspace lead, of D&T acceptance; and electronic ticket is updated.



## Effective Documentation: Evaluation Criteria

<b>caBIG™ Compliance</b>	<ul style="list-style-type: none"><li>– Use Templates</li><li>– Format</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>– Clearly stated</li><li>– Aligned with User Needs</li><li>– Fully addressed in document</li></ul>
<b>Readability/Usability</b>	<ul style="list-style-type: none"><li>– Appropriate level for intended audience</li><li>– Unfamiliar words and acronyms clearly defined</li><li>– Table of Contents</li><li>– Chapter Titles Informative</li><li>– Pages numbered correctly</li></ul>
<b>Graphics</b>	<ul style="list-style-type: none"><li>– Captions used</li><li>– Screen shots used where appropriate</li></ul>





## Effective Training: Evaluation Criteria

<b>caBIG™ Compliance</b>	<ul style="list-style-type: none"><li>– Use Templates</li><li>– Format</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>– Clearly stated</li><li>– Aligned with User Needs</li><li>– Fully addressed in document</li></ul>
<b>Readability/Usability</b>	<ul style="list-style-type: none"><li>– Level appropriate for intended audience</li><li>– Slides visibly and conceptually clear</li></ul>
<b>Graphics</b>	<ul style="list-style-type: none"><li>– Captions used</li><li>– Screen shots used where appropriate</li></ul>

Processes are described and Guidelines, Templates and Forms are available through the caBIG™ Training Portal. To find ... <https://cabig.nci.nih.gov>

Address <https://cabig.nci.nih.gov/> Go Links

**National Cancer Institute** U.S. National Institutes of Health | [www.cancer.gov](http://www.cancer.gov)

**caBIG™** cancer Biomedical Informatics Grid™

you are not logged in log in

you are here: home

## Welcome to the caBIG™ Web site

**2006 caBIG™ Annual Meeting**  
Click here for more details!

Come See How the cancer Biomedical Informatics Grid™ (caBIG™) is Connecting the Cancer Community

**About caBIG™** - The cancer Biomedical Informatics Grid, or caBIG™, is a voluntary network or grid connecting individuals and institutions to enable the sharing of data and tools, creating a World Wide Web of cancer research. The goal is to speed the delivery of innovative approaches for the prevention and treatment of cancer. The infrastructure and tools created by caBIG™ also have broad utility outside the cancer community. caBIG™ is being developed under the leadership of the [National Cancer Institute's Center for Bioinformatics](#).

**caBIG™ Participants** - Over 800 people from more than 80 organizations are working collaboratively on over 70 projects in a

**caBIG CALENDAR**  
« April 2006 »  
Su Mo Tu We Th Fr Sa  
1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30  
Select date for more information.

**caBIG NEWS**  
**04-07-2006**  
What's BIG This Week - 04/07/06  
**03-27-2006**  
caTissue Core 1.0 released  
**03-14-2006**  
caBIG™ Review of Proposed Age CDE Standard  
**03-14-2006**  
caBIG™ Review of Proposed Language and Social Security Number CDE Standards  
More...

**Quick Links**  
National Cancer Institute  
NCI Center for Bioinformatics

**Resource Center**  
Inventory of Tools  
Software Downloads  
Compatibility Guidelines  
Concurrent Version System (CVS)  
caGrid 0.5  
caBIG Data Elements  
caBIG Data Standards  
Training Portal



## Home

## About caBIG

## caBIG Overview

## caBIG Overview

## Program Milestones

## Program Updates

## Participating Cancer Centers

## Industry Partners

## Compatibility Guidelines

## caGrid

## Events

## Press Room

## Speaker's Bureau

## Director's Corner

## Library

## Participants Workspace

## Login

## Documents Under Review

## Architecture

Clinical Trials Management  
SystemsData Sharing and Intellectual  
Capital

## Integrative Cancer Research

## In Vivo Imaging

## Strategic Planning

## Strategic Planning Home

you are here: home » training

## Welcome to the caBIG™ Training Portal



This is the Training information resource for the caBIG™ community at large. We invite you to visit this section often for information updates.

## Developing caBIG™-Compliant Documentation and Training Materials:

## Overview of the Process

Download [caBIG™ Project Documentation and Training: Registration, Mentoring and Review Processes](#). This document describes the processes for registering caBIG™ projects and monitoring developer and end-user documentation and training development within caBIG, requesting help and/or mentor support for this development, and submitting documentation and training materials for review and approval.

## What I am I required to submit?

Visit the [Guidelines and Templates](#) section which shows what is required for both Developers and Adopters, with respect to documentation and training, and provides you downloadable guidelines and templates to work with.

## How do I register my project?

Visit the [Project Registration](#) section for additional information and to download related forms.

## How do I request a mentor?

Visit the [Mentoring](#) section for information on requesting a mentor and the mentoring plan and to download related forms.

## What is the process for review and evaluation?

Visit the [Review and Evaluation](#) section for additional information and to download required forms.

## Training Opportunities

## caBIG CALENDAR

« March 2006 »						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Select date for more  
information.

## caBIG NEWS

**03-10-2006**[What's BIG This Week - 03/10/06](#)**03-01-2006**[Requests for Proposals \(RFP\) for "Laboratory Information Integration Hub" and "Patient Study Calendar Management Tool" RFP - Answers to Questions Available](#)**02-22-2006**[Just Announced: Request for Proposals \(RFP\) for "Protocol Lifecycle Tracking Part I"](#)**02-20-2006**[caBIG™ 2006 Annual Meeting - REGISTRATION OPEN](#)**01-23-2006**[caBIG™ Security Technology Evaluation White Paper Released](#)[More...](#)



# Overview: Resources

- The caBIG™ Training Portal - Includes Guidelines, Processes and Templates for all D&T process steps.  
<https://cabig.nci.nih.gov/training>
- NCICB Applications Support – Contact for submitting registration, request forms, and D&T for review. E-Mail: [ncicb@pop.nci.nih.gov](mailto:ncicb@pop.nci.nih.gov)
- caBIG™ Training Workspace – Located on the caBIG™ website  
[https://cabig.nci.nih.gov/working\\_groups/Training\\_SLWG](https://cabig.nci.nih.gov/working_groups/Training_SLWG)
- Documentation & Training Gforge Collaboration Site:  
<http://gforge.nci.nih.gov/projects/cabig-tws/>
- Documentation and Training Questions Listserv - Post your questions! [https://list.nih.gov/archives/cabig\\_bc\\_train-l.html](https://list.nih.gov/archives/cabig_bc_train-l.html)
- D&T Mentors - Available by request - Forms on the Training Portal





# Joining the Documentation and Training Questions Listserv

- On Internet, go to:  
[https://list.nih.gov/archives/cabig\\_bc\\_train-l.html](https://list.nih.gov/archives/cabig_bc_train-l.html)
- Click "join or leave the list" to sign up
- Complete basic fields to register
- Complete e-mail confirmation/validation
- Once you have signed up:
  - Send a message through the listserv itself (Click "Post the list" on the listserv page) or
  - Send an e-mail to the list at:  
[CABIG\\_BC\\_TRAIN-L@list.nih.gov](mailto:CABIG_BC_TRAIN-L@list.nih.gov)